



2024-2025 Summer Career and Technical Education Grant

Informal Discretionary Competition (IDC) Application Due 11:59 p.m. CT, April 9, 2025

NOGA ID

Authorizing legislation

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

This IDC application must be submitted via email to competitivegrants@tea.texas.gov.

Application stamp-in date and time

The IDC application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, April 9, 2025**.

Grant period from **May 29, 2025 - September 30, 2025**

Pre-award costs permitted from **Not Permitted**

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

☒ Focus Area 1: Career and Technical Education Course

☒ Focus Area 2: Work-Based Learning Experiences

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

Applicant Information

Organization CDN ESC UEI
Address City ZIP Vendor ID
Primary Contact Email Phone
Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

☒ LOI application, guidelines, and instructions

☒ Debarment and Suspension Certification

☒ General and application-specific Provisions and Assurances

☒ Lobbying Certification

Authorized Official Name

Title

Email

Phone

Signature

Date

RFA # **701-25-119** SAS # **473-25**

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Shared Services Arrangements

☐ Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

- ☐ The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- ☒ 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this IDC will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- ☒ 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- ☒ 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2024-2025 Summer Career and Technical Education Grant Program Guidelines.
- ☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- ☒ 5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
- ☒ 6. The applicant provides assurance to provide data to TEA on student completion of courses through the Fall PEIMS Collection Process.
- ☒ 7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program (Focus Area 1)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

East Central ISD is proposing to utilize grant funds from Focus Area 1 to implement a high quality summer bridge program that will accelerate student entry into dual credit courses for our Health Science Pathways of Technology Early College High School. It has been determined that students entering the 9th grade are unprepared to take the TSI assessment successfully, thus resulting in an inability for them to enroll in Dual Credit courses without Higher Education Partners. As a result, students are behind in their academic coursework, ultimately resulting in the students being removed from CTE Pathway coursework to take academic coursework. Through the summer bridge program, we will collaborate without IHE to develop a robust and rigorous learning event for approximately 100 incoming 9th grade students, and approximately 50 incoming 10th grade students. The summer bridge program will have two primary focuses 1) preparing students for successful completion of the TSI Assessment, and 2) introducing the students to careers in the Health Science industry, through collaboration with our industry partners. If our students can successfully pass the TSI assessment going into their 9th grade year, we can ensure that they will stay on track with their academi courses, which will allow them the space in their academic schedule to complete their Health Science Program of Study, culminating in an Industry Based Certification.

Summary of Program (Focus Area 2)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

East Central ISD is a mix of urban, suburban, and rural communities. Our large, comprehensive high school is located approximately 20 miles from industry partners in the greater San Antonio Area. Additionally, ECISD has a large population of students who are considered economically disadvantaged. Being located far from the city, public transportation is not available for our students. This creates a challenge for our students to obtain summer internship opportunities. Students in our area are not economically inclined to possess their own vehicles, nor have guardians that can drive them into town for summer internship opportunities. Additionally, with the lack of public transportation, students are not able to get into the city for these opportunities. East Central ISD has begun a Summer Internship Program, and has placed over 85 summer interns since its inception. With budget deficits the district is unable to increase the number of internships at the rate of which our student population and interest is increasing. The goal of this summer internship program would be to increase the number of student interns placed in opportunities from 25 in the summer of 2024, to 30 students in the summer of 2025. These students serve in a variety of areas across East Central ISD and the community, providing the students with opportunities to learn in the field, alongside professionals, in our community, while helping their families.

Qualifications and Experience for Key Personnel (Focus Area 1)

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
PTECH Administrator	Administration Certification

Qualifications and Experience for Key Personnel (Focus Area 2)

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Summer Internship Coordinator	3 years of teaching experience Experience leading work-based learning

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The goals of the Summer Bridge Program will be to 1) provide robust TSI preparation resulting in a minimum of 75% of the rising 9th grade students successfully earning a passing score on the Math, English, and Writing TSI assessment, and 2) Exposing 100% of the rising 9th grade cohort, and 50% of the rising 10th grade cohort to a minimum of 2 careers in the Health Science Career field, in collaboration with our industry partners. In order to accomplish these goals, we will partner with our IHE to provide a 3 day camp for each content area, followed by assessment completion. These events will take place at the IHE, which will also expose the students to experiences at the postsecondary campus. Additionally, we have a well developed portfolio of industry partners who are ready and willing to accept students for job shadowing and tour experiences. Through these partnerships, we will develop half day job shadow events that allows students to experience place based learning in areas of their interest.

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The goal of the Summer Internship program is to provide our students with local internship opportunities in their own community. For the 2025 summer, the goal is to hire approximately 30 student interns from CTE programs, to receive opportunities to participate in internships related to their CTE program of study. In order to accomplish this, the ISD will partner with external industry partners, as well as district departments to develop job descriptions, onboarding plans, and employer training to prepare employers to receive student interns. Additionally, in order to ensure student success, the ISD will provide 2 professional development opportunities for students, and weekly check-ins with the Summer Internship Coordinator.

Performance and Evaluation Measures (Focus Area 1)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

The performance measures identified for this program include 1) 75% of incoming freshmen will be compliant on both Math and ELAR TSI, 2) 100% of the incoming sophomore class will be compliant on Math and ELAR TSI, 3) 100% of incoming freshmen and sophomores will be connected to 2 industry partners through job shadow place based learning experiences. The tool utilized to track success will be the TSIA 2 assessment, as well as our internal tracking mechanism used to track each individual student's preparation for college, career, and military. In order to ensure the effectiveness of the project objectives and strategies, data will be evaluated weekly, and adjustments will take place based on student need.

Performance and Evaluation Measures (Focus Area 2)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

The performance measures identified for this program are 1) identify and hire 30 junior and senior students from East Central ISD to serve as summer interns in their CTE program of study, and 2) increase the number of industry partners collaborating for work based learning experiences. The tools utilized to measure performance will be an internal tracking mechanism to track the student interns, and as well as surveys sent to the student interns and employers. The surveys will provide valuable feedback on the student's experience and the employer's suggestions for professional growth. In order to ensure effectiveness of the project objectives, surveys will be sent every two weeks, and received by the Summer Intern Coordinator immediately. Any concerns, celebrations, or opportunities for growth will be shared with the student.

Budget Narrative (Focus Area 1)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget will provide transportation to the IHE for three weeks for approximately 200 students to participate in TSI preparation , as well as transportation to the industry based certification sites. Additionally, this grant would allow for extended funding of staff from the PTECH to provide lessons for the students. Current funding provides for approximately 4 staff members and no transportation. Adjustments will be made in subsequent years to provide funding for transportation to and from these locations through PTECH funds, and through increased CTE funding.

Budget Narrative (Focus Area 2)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget will provide an opportunity to nearly double the internship participation offerings in ECISD. Additionally, the grant funds will be utilized to staff a coordinator of Internships position, which will be a professional staff member, certified in CTE, with experience in work based learning. Currently, ECISD allocates approximately \$40,000 to it's internal Internship program. With additional grant funds, we will be able to scale to a larger population of students, and remove responsibility for financing interns from local businesses. Ideally, once these businesses see the benefit of workforce development through internship, they will agree to fund these positions in the future.

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

Our needs assessment has indicated that students often are not completing their programs of study, and more specifically, earning industry based credentials, because they fall behind academically, and are taking academic courses as opposed to CTE courses. Through this grant, we will be able to ensure that the vast majority of students entering the Health Science Program are TSI compliant upon entry to 9th and 10th grade. This will result in them being able to complete all Dual Credit courses, as outlined in their program of study, meaning that they will not fall behind. When students are on track academically, it leaves more room in their daily schedules for CTE courses, thus resulting in program of study completion and industry based certification awardance.

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

East Central ISD is located several miles from San Antonio proper. There is no public transportation provided to the majority of the district. Therefore, students are many times unable to receive transportation to and from job sites. Additionally, the distance between the comprehensive high school and many locations for practicum experiences causes an inability to travel during the school day, due to scheduling and time in transportation. A summer internship program provides the opportunity for students to work and learn in their own community, without the added pressure of transportation into a large city. Additionally, the internship removes the barrier of operation during a typical school day, and allows the students to experience work based learning for more than what is allotted in their academic schedule.

Program Requirements, cont'd.

2. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

For this focus are, students in the Diagnostic and Therapeutic Services Program of Study and Nursing Science Program of Study will be impacted. Approximately 200 students will recieve support from this focus area.

3. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

Industry partners that will be involved in this program are East Central ISD's departments of Summer Programs, Child Nutrition, Technology, Athletics, Personnel, Marcom, Facilities and Maintenance. Additionally, local industry partners such as Methodist Healthcare Ministries, H-E-B, and more will be accepting internships. These business and industry partners will provide hands-on work based learning experiences for students enrolled in an aligned program of study. Paid summer internships will be the primary WBL model utilized in this program.

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section	Reason for Amendment
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